

# INSTRUCTION COUNCIL

April 29, 2011

204 WH

MINUTES

Present: Celeste Campbell, Bruce Crauder, Steve Edwards, Bavette Miller, Ed Miller, Shiretta Ownbey, Jeremy Penn, Chris Ross, David Thompson, Jean Van Delinder, Mark Weiser, Christy Crenshaw, and Pamela Fry.

## 1. Update – Pamela Fry

Dr. Fry provided a list of all the working groups, task forces, and the steering committee and said that she will be giving an update on these initiatives and asked members for feedback, recommendations, and participation.

Early Alert Working Group will primarily focus on freshman retention for Fall. Presently Dr. Fry is looking at the immediate system in place to identify students experiencing academic difficulties. The College of Arts and Sciences have a system as well as OSU Tulsa. Discussions in regards to the Arts and Sciences system have taken place and discussions will continue with the Directors of Student Academic Services (DSAS). The goal is to implement the Early Alert Working Group Phase I in the Fall.

University Academic Services Center (UASC) Steering Committee may become "U-ASC". Membership from this group came from recommendations from the Deans. The UASC was conceptualized over a year ago and since the funding has solidified, the Provost has made this a top priority and phase one of the initiatives needs to be implemented by Fall. Dr. Ross noted that representation from the Center for Veterinary Health Sciences is absent from the steering committee list.

General Education Task Force will be pulled together soon. Members noted that Dr. Penn and CAGE need to be added. Dr. Fry plans to pull together an organizational group and include the student reps. in the Fall. Dr. Fry has ordered some resources for the task force and might possibly invite someone to speak from the American Association of Colleges and Universities (AAC&U). The College of Agriculture Sciences and Natural Resources plans to add a student representative.

Retention Task Force - Instruction Council will be asked to compose representation to this task force. The Provost sent out a memo informing colleges that there will be a bonus for successful retention efforts. The immediate retention goal for Freshman is 80%. Brenda Masters is helping with the articulation agreements and Higher Learning Commission tasks. It was noted that representation from the Center for Veterinary Sciences, Registrar, Institutional Research and Information Management, and Admissions need to be added.

Other initiatives: faculty development and Early Alert.

## 2. University Academic Services Center Update – Pamela Fry

Dr. Fry distributed a draft document which includes the challenges, operations and processes, key concepts, and next steps for the University Academic Services Center. The five concepts (Academic Tutoring, Tacit Knowledge Skills, Mentorship, Self-Efficacy and Motivation, and Student Independence) are what the Provost wants to focus on and it expands how University Academic Services currently operates. These concepts will shape programing and services, potentially including: success/skills courses, summer bridge programs, faculty mentors, academic facilitators, course-based group study/review sessions, intensive individual tutoring, financial assistance for disability testing, and others. Phase one of the initiative will focus on partnerships between the colleges, advisers, and the center. It was asked if locations should be shared and members noted that this might not be a good idea. A conception that students are a part of the college should be present. Members noted that the listing of majors needs to be updated. Dr. Fry asked that members give feedback to their DSAS representatives before the next DSAS meeting.

**3. Expanding the Use of "R" Grade to Approved Undergraduate Courses - Celeste Campbell**

Dr. Campbell noted that approximately a year ago there were discussions about the "R" grade, research in progress. The Aviation program contacted the Registrar's Office requesting to replace the I/default grade to the "R" grade due to the unique nature of flight labs. Students routinely do not finish flight labs during the semester of enrollment due to weather and other uncontrollable variables<sup>1</sup>. However, students are encouraged to enroll in the *next* sequential flight lab for potential liability reasons. The rate at which students learn is quite varied, and some students require multiple semesters to complete certain flight labs. Further, flight training is expensive (\$140 per hour or so) and students must maintain a separate flight account at the Flight Center to pay for it. Sometimes, the financial aid dispersment cycle or personal financial constraints delay training. Finally, since many lessons are solo (and potentially night, cross-country, etc.), requiring completion of certain lessons before a student is ready is discouraged for safety reasons. If during the semesters that a student is completing a lab he/she is also enrolling in the next lab, (labs are sequential due to the required sequence of airman certification), some labs may remain temporarily incomplete, some showing little or no progress, and thus the need for an R grade with minimal completion requirements as noted above. It should be noted that all student progress is monitored (regardless of lab actually enrolled), and students are held to certain progress requirements or unsatisfactory progress notification and/or eventual course termination results. Dr. Campbell asked members to think about this and the topic will be discussed in the meeting.

**4. Revision of OSU Policy 2-0206: Adding and Dropping Courses and Withdrawing from the University – Celeste Campbell**

Dr. Campbell commented that the revisions of OSU policy 2-0206 affects the Late Drop and Tuition Appeals processes and the revisions to the policy will help to strengthen both processes. A summary of the changes are described below.

1. Streamline the late drop petition process to reduce the number of petitions that require action from individual faculty members.
2. Give the committees (late drop and tuition appeal) the authority to review a petition that is received after the deadline, should they determine the circumstances warrant a late review.
3. Clarify that students whose petitions are denied by the committees may request an additional committee review if new documentation or information is submitted.
4. Clarify that students who enroll, do not attend, but fail to cancel their enrollment may, on a one-time basis, receive a partial refund. A portion of the tuition may be non-refundable because the University has incurred costs associated with advising, registration, and reserving class seats that could not be occupied by other students. The Tuition Appeal Committee procedural documents will set the non-refundable portion. The current non-refundable level is 15% of the in-state tuition rate (\$62 for a 3-credit-hour course; \$308 for a 15-credit-hour course load). Note that non-attending students have rarely paid their bill, so the "refund" is actually a forgiveness of debt.
5. Formalize an expedited approval process for tuition appeals that clearly and without question meet the criteria of the policy. This expedited process has been tested successfully for the past year.

Dr. Campbell noted that Faculty Council is very supportive of the changes and has presented the revised policy to the Executive Group who is in favor of the revisions as well. Dr. Weiser commented that the Registrar representative should not have a vote in the process. It was also noted that there should be a checklist approved by the committee. Dr. Weiser is to send Dr. Campbell his concerns and suggested wording for the policy, than the revisions will be emailed to members for a vote of approval. May 10, 2011 email vote results were in favor of the revisions.

**5. High School to College Success Reports – Pamela Fry**

To be discussed in a future meeting.

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**6. Phi Eta Sigma Representative– David Thompson**

Dr. Thompson commented that there is a Phi Eta Sigma chapter at OSU which is comprised of the top 10% freshman. Dr. Thompson is presently the adviser for the chapter and would like to pass the reign to someone else. The chapter is comprised of 4 to 5 officers from the previous year's class. The adviser works with the students with their activities, one being an annual banquet. The chapter also nominates an outstanding faculty member annually. Members suggested that he contact Bob Graalman or Bob Spurrier.

**7. Other**

The Admission's Office is talking to recruitment software vendors. One of the software vendors has a retention piece included in it. It was noted that units while staging their models to be conscious that the institution needs a software model that would bring all components together from Admissions to Student Conduct, etc.

**Instruction Council - May 27, 2011, Friday before Memorial Day**

**Should the meeting be moved to either May 20<sup>th</sup> or June 3<sup>rd</sup>?**

Members suggested May 20, 2011.

The next Instruction Council meeting to be held on May 20<sup>th</sup>, will begin at 8:30 a.m.

**Adjourn:** 10:35 a.m.